



Tigard Public Safety Advisory Board

Work Plan

Updated March 2021

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Tigard Public Safety Advisory Board

Purpose

The Public Safety Advisory Board Work Plan provides an overview of Board procedures and norms.

Mission Statement

Improve the lived experience of all people in Tigard so that everyone enjoys the same safety and privilege through a comprehensive review of the practices and procedures in the City police department, municipal court, and social justice initiatives.

Vision Statement

Tigard is a community where all people feel safe and believe they will receive equitable treatment from the City's public safety organizations regardless of their race, gender, socioeconomic status, sexual orientation, physical ability, religion, age, housing status, mental capacity and experiential or immutable attributes.

Values

- ✓ Listening to each other
- ✓ Learning, then discussing
- ✓ Focusing on outcomes for Tigard
- ✓ Centering the conversation around those that are most impacted
- ✓ Creating consensus on recommendations
- ✓ Sharing our work with the community

Members

The Board is made up of 15 people, and two alternate Community representatives. Appointment of community members was done in a two-step process. First community members nominated themselves, then Tigard community members voted for their top choices. The City Council reviewed the top choices and selected seven community members and two alternates.

James (Jamey) McDonald	Police Chief/Designee
Nicolas (Nick) Nunn	Tigard Police Officers' Association (TPOA)
Shelby Rihala	City Attorney
Michael O'Brien	Municipal Court Judge
Abdi Mohamoud	President of Tigard High School Black Student Union (BSU)/Designee
Emilio Calderon	Tigard Youth City Councilor
Liz Newton	Tigard City Councilor
John Trinh	Licensed Mental Health Professional
Jimmy Brown	Business Community (replaced with additional community rep)
Thurman (Lee) Landers	Community representative
Patty Lofgren	Community representative

Justin Low	Community representative
Danny Rauda	Community representative
Valerie Sasaki	Community representative
Vacant	Community representative
John Gerhard IV	Alternate: Community representative
Jeff Mott	Alternate: Community representative

Roles and Responsibilities

Board members and alternate Board members will:

- Regularly attend meeting and contribute constructively to discussions.
- Consider and discuss issues from a Citywide perspective, as well as their own.
- Strive to reach consensus on matters under consideration.
- Act with respect and consideration for the viewpoint of others.
- Shall not make representations on behalf of the City of Tigard or Board whether intentional or not, without authorization.
- Communicate the work of the Board through their community and any organizations they participate in.

Alternate Board members are expected to attend all meetings and can participate fully, asking questions of staff or applicants, joining the deliberations, and all other Board activities. The one exception being they do not vote.

Attendance: If a member is unable to attend a meeting, they are expected to notify the Chair one week prior to the missed meeting. If a member has missed more than a reasonable number of meetings, then the staff liaison will make every effort to reach out to the Board member. If the staff liaison is unable to contact the Board member, then the issue shall be forwarded to City Council for potential action.

Education Activities: To ensure that everyone on the Board understands the topics being discussed and is informed on the key issues, the City will provide educational opportunities to the Board members. Some of the instruction will be done during Board meetings and some will be done independently by members. Board members are expected to complete any education activities before the relevant Board meeting.

Organization of the Board

Board Chairs: The Board will elect a Chair and Vice Chair two weeks before beginning each subunit of topics. The Chair and Vice Chair have equal voting authority to the other members of the Board. The Chair shall have general directional powers over the Board and serve as the spokesperson for the Board during their term unless this responsibility is delegated to support staff or another Board member. The Chair will open and close meetings and support collaborative discussions and review and provide input on meeting agendas with the Work Group. The Vice Chair will serve as Chair in the Chair's absence.

Work Group: The Work Group will prepare meeting agendas with input from Board Chairs. The Work Group will also develop educational activities or other materials as needed. The Work Group members include the Police Chief or designee, the Tigard Police educational consultant, the City Attorney, and the facilitators.

Staff Liaisons: Staff liaisons are the primary contacts for City of Tigard boards and the primary interface between these bodies and the City Council, City Manager, and departments. Besides serving as a technical resource, staff liaisons are responsible for meeting logistics, member recruitment and recognition, recordkeeping, and monitoring board effectiveness.

Meetings

Location: Through at least spring 2021, meetings will be held virtually via the Zoom platform and streamed live through the City of Tigard YouTube channel. When it is safe to do so, meetings will transition to an in-person format, location TBD.

Frequency and Duration: 90 to 120-minute meetings will be held twice a month on the 2nd and 4th Mondays of the month. This schedule will be adjusted as required by the topics being discussed and Board member schedules.

Structure: At each meeting, Board members will be provided an overview of the meeting topic(s), ask questions, provide comments and feedback, request additional information, and consider recommendations.

Public Meeting Law: All meetings shall be open to the public and notice given pursuant to Oregon Public Meetings Law. Interested persons and media can ask in writing to be notified of meetings by emailing staff liaison Eduardo Ramos at eduardor@tigard-or.gov.

Zoom Etiquette:

- Use the 'Raise Hands' feature during discussion and allow the facilitators to call on Board members.
- Close other windows and apps to avoid distractions.

Public Comment: There will be a 15-minute period for public comment at the beginning of every Board meeting.

Quorum: At any meeting of the Board, a quorum shall be a majority of the current members (excludes alternates) of the Board. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items. For the purposes of forming a quorum, members who have disqualified or excused themselves from participation in any matter shall be counted as present.

In the event a quorum will not be present at any meeting, the Chair or Vice Chair shall notify the Board members in advance so that a decision may be made whether to meet and take no action on agenda items or to reschedule to a different time.

Centering Racial Equity and Anti-Racism

To further the Board value of "Centering the conversation around those that are most impacted" the Board will use strategies to center racial equity. These include:

- ✓ Book discussions on books about racial equity and anti-racism.
- ✓ Dedicate a portion of any topic discussion to a conversation on how racial equity is impacted by that topic.
- ✓ Conduct a centering exercise at the beginning of each meeting to remind the Board of their mission.

- ✓ Invite guest speakers on racial equity topics.
- ✓ Encourage people in the community to participate in the public process.
- ✓ Center discussions around racial equity as well as its intersections with other identities named in the Board's Vision statement.
- ✓ All recommendations to the City Council will include a discussion of how it will make Tigard a better place for everyone in the community.
- ✓ Use context and data to make decisions.
- ✓ Target students and work to make the Board accessible to their voices. Commander McDonald will give updates on the SRO program as part of this strategy.
- ✓ During all topic discussions, bring forward real world experiences and how actual people are impacted by the topic.
- ✓ Work to bring affinity groups to the Board to share their perspectives.
- ✓ Include the voices of people who work for the City government and their views in the discussions.

Recommendation Process

Discussion and recommendations: The goal is to provide an opportunity for the Board to learn and share perspectives with each other and to collectively provide that feedback to City Council. The following steps will guide the recommendation process:

1. Discussion of meeting topic (this could occur during one or several meetings).
2. Group formulation of a recommendation.
3. Prior to finalizing the recommendation, each Board member will have an opportunity to present their views, which will be documented in the recommendation.

Voting: If the Board does choose to vote on a recommendation, decision making will strive for consensus (defined as at least 12 of 15 votes). Alternates are not allowed to vote but may provide comments.

City Council Recommendations and Reports

The Board will make quarterly reports to City Council, including updates of the Board's progress on the workplan and proposing recommended Council actions. When the consensus-based recommendation is within the decision-making authority of the Chief or City Manager, the Chief or City Manager may implement such recommendation without Council action. If the Chief or City Manager declines to implement the recommendation, it will be forwarded to Council for review and consideration. If the recommendation requires additional action, such as approval by Budget Committee or bargaining with the union, the recommendation will not be effective until all approvals are received.

Potential Future Assignments

Once the original work of the Board has been completed, the Board and City staff can consider the benefits of additional assignments.

Appendix: Topic Schedule

The Board reviewed dozens of potential topic areas suggested by Council, community members and from each other over the course of five meetings since the beginning of 2021. From that review and discussion, the Board selected the final topics listed in the schedule below. The topic schedule was made available on the city website for community members to provide feedback through public comment at Board meetings.

The topic schedule has been arranged into themed units. By grouping similar topics together, the discussion and education around the topics can be more in depth and comprehensive. Topic areas allow for varied levels of authority for the city to respond to potential recommendations from the Board. For example, some topics such as hiring practices will allow the City to create or change policies while topics such as qualified immunity may require change at the State or Federal level.

Topics Schedule and Action Available

Unit 1: Introductions	
Setting the Stage	Meeting 1
<ul style="list-style-type: none">• Public Meeting Laws Overview• Review Work Plan• Review Mission Statement and Board Values	
Beginning the Process	Meeting 2+
<ul style="list-style-type: none">• Revise Work Plan• Revise Topic Schedule• Tigard Policing 101<ul style="list-style-type: none">○ Discuss how misdemeanors○ How charges work (depends on if City or State code is applied), concept of officer discretion, distinction between Tigard PD and Washington County PD• Early Action – Body Cams—Expansion of body worn cameras, procedure and policy review.	City action
Unit 2: The Tigard Officer's Journey	
Hiring	Meeting(s)
<ul style="list-style-type: none">• Identify how biases are identified in the hiring process• Use of psychiatric evaluation• Social media review during hiring process• Review past misdemeanors in other roles• Maintain police workforce that reflects the community• Residency of police officers	City action City action City action City action City action City action
Training	Meeting(s)
<ul style="list-style-type: none">• Change in training and policies to allow or direct an officer to back down from an immediate arrest• Social media policy for officers• Implicit bias, cultural awareness, sensitivity training, and trauma informed care	City action City action

<ul style="list-style-type: none"> De-escalation training (separated between controlling and calming actions/training) (Including considerations of age/gender/etc) 	City action
<ul style="list-style-type: none"> Mental health training (perhaps with de-escalation training topic) 	City action
<ul style="list-style-type: none"> Crisis Intervention Training (CIT) 	
<ul style="list-style-type: none"> Police Legitimacy and Procedural Justice training 	City action
<ul style="list-style-type: none"> Restorative justice training for police department leadership 	City action
<ul style="list-style-type: none"> Medical training on airway management and respiratory system 	City/State action
<ul style="list-style-type: none"> Hours of police training in Oregon 	State advocacy
Performance Review and Discipline	Meeting(s)
<ul style="list-style-type: none"> Labor arbitration re-instatement of officers terminated for misconduct/bias/excessive use of force 	City action
<ul style="list-style-type: none"> Community police oversight or use of force review committee/chief's advisory committee 	City action
<ul style="list-style-type: none"> Identify extremist or racist behaviors 	City action
<ul style="list-style-type: none"> Ensure that all personnel are complying with Tigard's "Welcoming City" resolution 	City action
<ul style="list-style-type: none"> Public access to misconduct investigation results 	City/State action
<ul style="list-style-type: none"> National databank/registry for police misconduct 	Federal advocacy
Unit 3: The Community Experience	
Officer Appearance	Meeting(s)
<ul style="list-style-type: none"> Officer clear identification in all instances, including riot control 	City action
<ul style="list-style-type: none"> Color and style of uniforms and color of cars are intimidating/militaristic 	City/State action
Traffic Stops	Meeting(s)
<ul style="list-style-type: none"> Pretext stops 	City action
<ul style="list-style-type: none"> Evaluate possibility of unarmed traffic control 	City action
<ul style="list-style-type: none"> Review traffic violation enforcement protocols to evaluate if the community and officers could be safer using technologically advanced methods as an alternative to initiating a traffic stop. 	State advocacy
Use of Force	Meeting(s)
<ul style="list-style-type: none"> Ban use of choke holds 	City action
<ul style="list-style-type: none"> Re-implementing a force continuum (as requested by #8cantwait) vs. current Graham vs. Connor standard 	City/State action
<ul style="list-style-type: none"> Crowd/riot control policies (chemical agent use) 	City action
<ul style="list-style-type: none"> Re-evaluate deadly force assumptions 	City/State action
<ul style="list-style-type: none"> Qualified immunity 	Federal advocacy
Other Police-Public Interactions	Meeting(s)
<ul style="list-style-type: none"> "No knock" warrants 	City action
<ul style="list-style-type: none"> Enforcement of COVID-19 mandates 	City action

- Community relationship building City action
- K-9 Department City action
- Community training by the Chief City action
- Review of current holding facilities City action
- Quality of life crime data City action
- Police interaction data review (particularly related to race) City action
- Police department and immigration City action
- Consider change of participation in Tri-Met Transit Police program, including unarmed transit control City action
- Crime lab information and interaction between Tigard police and Oregon State Lab State advocacy

Unit 4: Social Justice

Meeting(s)

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- Establish a non-police response for mental health, homelessness, and other non-criminal calls City action
 - Interaction between Tigard PD and non-profits providing mental health and other services. City action
 - Homeless Services Tax -where is the money being spent City action
 - Interactions between Tigard PD and other government agencies, including ICE City action
 - Change bail/fine system within the Tigard Municipal Court so the cost of fines are equitable for all City/State action
 - Advocate for a change in the cash bail system to make it equitable for everyone State advocacy
 - Consequences for calling 911 to report normal community activity based primarily on race State advocacy
 - Post-incident de-traumatization
 - De-traumatizing situation
 - Tigard PD relationship with WCCCA (Washington County Communication Center)
 - Advocate for the release of all offenders Tigard helped prosecute for activities no longer a crime (e.g. marijuana possession) State advocacy

Other: Tracking bills in Oregon Legislature. Michael O'Brien will keep Board apprised.

Unit 5: The Youth of Tigard	Meeting(s)
<ul style="list-style-type: none"> School Resource Officers (SRO's): their presence, training, behavior, and interaction in Tigard-Tualatin School District schools <ul style="list-style-type: none"> what discretion they have what their task is what they will act on relationship with school administration relationship with School Wellness Centers 	City action
<ul style="list-style-type: none"> Relationship building initiatives between Tigard Police and youth beyond, beyond the SRO program – including the Cadet program 	City action
<ul style="list-style-type: none"> Reestablishment of youth peer court program or delegation to the Tigard Youth Advisory Council 	City action